

US International Trade Commission  
Information Technology Investment Review  
**Project Proposal and Evaluation**

Date of this Proposal: \_\_\_\_\_

Project name:	
Project sponsor(s):	
Project manager:	
Summary statement of business need	
Relationship to Strategic Plan objectives	
How does this project improve the business process it supports? How do we know that that process has been optimized?	
Why is it necessary that this agency perform the functions supported by this project (versus other agencies or private sector organizations)	
Summary of best alternative if this project is not approved:	
NOTE: Project plan is a separate document that must describe technical and funding approach, analysis of alternatives, project team and responsibilities, detailed time-line, and results assessment plan.	

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<b>Benefits expected from this project, and approximate valuation</b>		
Benefit	How will we determine if this benefit has been realized?	Estimated value (by fiscal years)
1.		FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____
2.		FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____
3.		FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____
4.		FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____ FY ____ \$ _____
Total estimated value		

<b>Risk assessment</b>	<b>By project sponsor</b>	<b>By reviewers</b>
What parts of this project use technologies new to the agency, OR have not been used previously by the system development team?		
How much will we lose if we have to terminate the project before completion? Are there specific “milestones” whose failure to meet should trigger a review?		
What parts of the project can fail or fall short of specifications and still have the project deliver projected business benefits?		
How will we assure continuity of the business process this project supports during development? If the project fails?		
How much does timely completion of milestones affect the business benefits of this project?		
What are the most-likely-to-fail aspects of this project?		

Overall, what is the estimated likelihood of achieving the minimum functionality required to achieve expected business benefits (max= 1.00; use this factor to discount the value of business benefits in the benefit/cost analysis)		
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<b>Architectural compliance assessment:</b>	<b>By sponsor</b>	<b>By reviewers</b>
What USITC IT architectural standards does this project comply with?		
Which does it not comply with? What is the basis for considering a waiver?		
Does it tend to commit us to any new standards?		
<b>Records Management Assessment:</b> Does the Records Management Plan consider the desirability of maintaining records electronically? Does the RM Plan require a change in agency RM schedules?		

<p><b>Security Plan Assessment:</b>  Is this a major application system? If so– Who is the designated system owner?  What is the status of the system Security Plan? What are the key risks and plans for mitigating them?</p>		
<p><b>Accessibility Assessment:</b>  Is there a plan for addressing Sec. 508 requirements? Will this system require a waiver of Sec. 508 compliance?</p>		

Benefit-cost analysis (thousands of dollars)					
	FY _____	FY _____	FY _____	FY _____	
<b>Benefits by source</b>					
Total					
Total, discounted for risk:					
<b>Costs, by source</b>					
Total costs					
Net					

Internal rate of return, at discount rate of \_\_\_\_\_% = \_\_\_\_\_%

<b>Project milestones:</b>	<b>Date</b>	<b>Comment</b>
TRC Approval		
IRM/SC Approval		
BC/Commission approval		
Other approvals/funding		
Milestone#1:		
Milestone#2:		
Milestone#3:		
TRC interim review (at least annually)		
IRM/SC interim review (at least annually)		
Milestone#		
Milestone#		
Project implementation complete		
TRC/IRM/SC Assessments of benefits realized vs. planned		

Form Version 2  
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